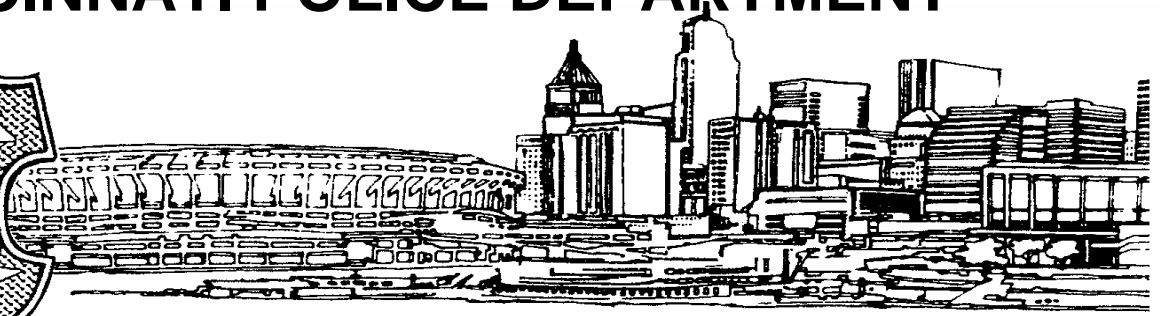


CINCINNATI POLICE DEPARTMENT



STAFF NOTES

Colonel Thomas H. Streicher, Jr., Police Chief
June 14, 2005

<u>ITEM</u>	<u>SUBMITTED BY</u>
1. <u>ELIMINATION OF THE CINCINNATI POLICE DEPARTMENT CRIME SCENE MANUAL</u>	CRIMINAL INVESTIGATIONS SECTION
2. <u>MANDATORY GRAND JURY DATA</u>	MAJOR OFFENDERS UNIT
3. <u>CRIME STATISTICS AVAILABLE ON THE INTERNET</u>	CRIME ANALYSIS UNIT
4. <u>EMAIL INFORMATION</u>	INFORMATION TECHNOLOGY MANAGEMENT UNIT
5. <u>REVISION OF PROCEDURE 12.600, PRISONERS: SECURING, HANDLING, AND TRANSPORTING</u>	PLANNING SECTION
6. <u>REVISION OF PROCEDURE 12.825, COMPENSATORY TIME AND PAID OVERTIME</u>	PLANNING SECTION
7. <u>REVISION OF PROCEDURE 15.125, ARREST OR COURT ACTION AGAINST DEPARTMENT MEMBERS</u>	PLANNING SECTION
8. <u>THANK YOU LETTERS</u>	CHIEF'S OFFICE

1. ELIMINATION OF THE CINCINNATI POLICE DEPARTMENT CRIME SCENE MANUAL

The Cincinnati Police Department Crime Scene Manual has been eliminated. Officers will refer to the Investigations Manual for instruction regarding the overall principles of investigation. Technical information relating to evidence collection can be found in the Manuals Section of the Department Intranet under "Forensics Manual".

2. MANDATORY GRAND JURY DATA

A significant number of felony cases are not being accepted by the Grand Jury or are being returned without a true bill because the submitted paperwork lacks the necessary information to notify victims and witnesses. Personnel are reminded that Procedure 12.555, Arrest/Citation: Processing of Adult Felony and Misdemeanor Offenders, requires that all arrest reports list names, addresses, and telephone numbers of all victims and witnesses and a brief description of their expected testimony. This information should appear on the back of the Form 527A, Case and Bond Information Sheet, for all felony and domestic violence offenses. If an immediate arrest is not anticipated, the Form 527A is to be submitted to the Clerk of Courts when signing the warrant.

When a witness shows reluctance to appear in court and the arresting officer wishes to serve a subpoena on the individual, the officer should write "Reluctant Witness" behind the name of the witness and include a brief explanation. The subpoena will be sent to the officer for personal service. The name, address, phone number, and description of testimony are still required on the Form 527A.

All officers are bound by this requirement and there are no circumstances that exempt an officer from these provisions regarding the completion of the Form 527A.

3. CRIME STATISTICS AVAILABLE ON THE INTERNET

In an effort to disseminate detailed information on a timely basis, crime information that is posted on the City Intranet is now posted on the Internet. Information Technology Management Unit (ITMU) personnel will post the information on the Department's website monthly. Crime Analysis Unit personnel have written a narrative to introduce the information, which is included in the file that is posted by ITMU.

On the Department's Intranet site, crime statistics are broken down into 37 separate categories. It includes information on:

1. Arrests for Violent Crimes (YTD)
2. Arrests for Part 1 Crimes (by neighborhoods by previous month and YTD, both adults and juveniles)

3. Arrests for Part 2 Crimes (by neighborhoods by previous month and YTD, both adults and juveniles)
4. Auto Thefts (by district and beat, by district and neighborhoods, % of change)
5. Burglary (by district and beat, by district and neighborhoods, % of change)
6. Breaking & Entering (by district and beat, by district and neighborhoods, % of change)
7. Calls for Service (by previous month and YTD)
8. Calls for Service and Part 1 Crimes (by previous month and YTD)
9. Part 1 Crimes by Neighborhoods (YTD)
10. Part 2 Crimes by Neighborhoods (by previous month and YTD)
11. Part 1 Crimes (by district and beat, by district and neighborhood, % of change)
12. Part 2 Crimes (by district and beat, by district and neighborhood, % of change)
13. Property Crimes (previous 12 months)
14. Violent Crimes (previous 12 months)
15. Robberies (by district and beat, by district and neighborhood, % of change)
16. Thefts from Auto (by district and beat, by district and neighborhood)
17. Part 1 Offenses and Offenses Closed and % of Closure (previous month).

One component to make this transition successful is the education of our community partners. Officers who attend community council, business association, "Citizens on Patrol", CPOP, and other meetings will inform our partners of the availability of this information on the Internet. By providing this information in this format, we are strengthening our commitment to collaborate with our partners, empowering them to conduct their own research, and allowing our officers' time to be used in a more efficient and effective manner to address the problems facing our Department.

4. EMAIL INFORMATION

Recently, Department members have received an email titled: "Important Information About Your M&I Marshall & Ilsey Bank Online Account". Although the bank listed is legitimate and based in Wisconsin, this email request is a SCAM and should be deleted. Once this email is opened, it asks for personal information, including your social security number, and has a link directing you to another website. Once you reveal the requested information, your bank account if you had one, would have been emptied.

The Department email system is managed by the Regional Computer Center (RCC). RCC has systems in place to eliminate virus (and other malware) attacks along with “junk” mail filtering. Unfortunately, the filtering is not always effective because if thresholds are set too low, most of the “junk” emails will get through. If the thresholds are set too high, legitimate email would also be filtered.

The Department is mostly safe from email borne virus attacks through the security systems already in place, but the “junk” email problem is best handled through employees being knowledgeable and following the principles listed below:

- Be wary of all emails especially emails with attachments.
- Never open email attachments without first verifying the source and that the attachment is intentional.
- Never divulge personal information via email without first verifying the source of the request as legitimate.
- Use email for official purposes only.

5. REVISION OF PROCEDURE 12.600, PRISONERS: SECURING, HANDLING, AND TRANSPORTING

Procedure 12.600, Prisoners: Securing, Handling, and Transporting, has been revised. The Cincinnati Police Academy Training Bulletin #2003-1 – Sudden Custody Deaths and Positional Asphyxia has been added as a reference. Additionally, Section A.2. has been revised to direct officers to move a handcuffed individual to a seated position as soon as possible after handcuffing. The factors that place an individual at a higher risk for positional asphyxia are listed in the Information Section.

The section on transporting prisoners in a vehicle without a screen has been revised. Officers will not transport prisoners in a vehicle without a screen. If exigent circumstances exist, the prisoner may be transported in a vehicle without a screen with supervisory approval.

This revision includes a requirement for supervisors to complete a Form 18I, Injury to Prisoner, when a prisoner ingests contraband.

Officers are reminded to follow the steps outlined in Section G. when processing a hospitalized prisoner or when transporting a prisoner released from the hospital. Recently, University of Cincinnati Police personnel have noted problems with how our officers process paperwork relating to hospitalized prisoners.

Other minor revisions have been made throughout the procedure. This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

6. REVISION OF PROCEDURE 12.825, COMPENSATORY TIME AND PAID OVERTIME

Procedure 12.825, Compensatory Time and Paid Overtime, has been revised. When completing a Form 68P, Overtime and Court Appearance Report, to extend a tour of duty, the supervisor authorizing the overtime will sign the Form 68P in the "Overtime Pre-approved By" block. If the authorizing supervisor is physically unable to sign the Form 68P, authorization must be given via MDT from supervisor to officer, via radio if the officer has no access to an MDT or via telephone or mobile phone only when there is no immediate access to an MDT or radio. If authorization is obtained via telephone or mobile phone, the authorizing supervisor must sign the Form 68P prior to submission.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

7. REVISION OF PROCEDURE 15.125, ARREST OR COURT ACTION AGAINST DEPARTMENT MEMBERS

Procedure 15.125, Arrest or Court Action Against Department Members, has been revised. When officers are notified of civil litigation against them arising from the scope of their duties as a police officer, a copy of the Form 17 will be sent to the City Solicitor's Office. Additionally, the Form 17 will include the ETS tracking number of the precipitating incident, if available. If no precipitating incident was entered into ETS, this should also be indicated in the Form 17.

Other minor changes have been made throughout the procedure. This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

8. THANK YOU LETTERS

[Attached](#) to these Staff Notes are several letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department and specifically the following officers:

Sergeant Cliff Mitchell
Sergeant Dan Proffitt
Sergeant Jeff Hunt
Police Officer Jennifer Dawson
Police Officer Eric Smoot

Sergeant Brent McCurley
Sergeant Bret Isaac
Police Specialist Bill O'Brien
Police Officer Governor Williams
Police Officer Gene Seay

1660 Sterablock Lane
Cincinnati, Ohio 45237
Tel: (513) 351-8034 - Fax: (513) 366-331

A. B. Miree Fundamental Academy

June 3, 2005

Chief Streicher
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief Streicher,

A.B. Miree Fundamental Academy would like to thank Officer Eric Smoot for his participation in our Drug Free Program. Officer Smoot was very informative and captivated our students with his real life stories of drug abuse and violence in our communities. We appreciate him taking time out of his day to speak with our students.

We look forward to Officer Smoot speaking again at our 2nd Annual Drug Free Program.

Sincerely,

Larissa Wright

Michelle Sickles

Larisa Wright
Michelle Sickles

...not discriminate based on race;
...sex, or disability



MOTHER OF MERCY HIGH SCHOOL

A National Blue Ribbon School of Excellence

June 7, 2005

Chief Tom Streicher
Cincinnati Police Department
310 Ezzard Charles Dr.
Cincinnati, OH 45214

Dear Chief Streicher

I am sure that most of the letters that you receive come in the form of complaints, as that is the nature of our society. It will probably come as a surprise to you that this letter is the total opposite. I would like to commend Specialist Cliff Mitchell for the work he has done at Mother of Mercy High School with my Computer Literacy classes. I would also like to commend you for the excellent job you are doing as Chief of Police. You probably remember me from your days as captain of the Downtown area, which included Riverfront Coliseum.

Specialist Mitchell has conducted an internet safety program with several of my classes. The interactive game that he used with the students is called "Missing." The students had to go through a number of clues to find a missing teenager who was kidnapped. Specialist Mitchell had unbelievable patience with the students; and as a result, all groups were able to successfully find the victim. He stressed to them the importance of not giving information about yourself to strangers on the internet and the consequences that could occur if you did. I felt that when he completed the program in each of the classes, the following were achieved:

1. The students knew why it was important to practice internet safety.
2. The students had a greater appreciation of the police department.
3. The students got a chance to know Specialist Mitchell, which is important since he is our school resource officer.
4. Several students became interested in law enforcement as a career.
5. The students and I got a chance to see the mannerisms of a true professional.

In conclusion, I have observed many police officers, as a citizen and also at Riverfront Coliseum. Specialist Mitchell stands out as an officer I would showcase if I wanted to advertise the Cincinnati Police Department.

Sincerely

Jim Littenhoff
Business Teacher

C Sister Nancy Merkle

3036 Werk Road, Cincinnati, Ohio 45211 • 513-661-2740 • 513-661-1842 (Fax) • www.hccanet.org/motherofmercy



Administrative Offices
MAYERSON FOOD
DISTRIBUTION CENTER
1250 Tennessee Avenue
Cincinnati, Ohio 45229
(513) 482-4500
(513) 482-7532 fax
www.freestorefoodbank.org

CLIENT SERVICES DIVISION
112 East Liberty Street
Cincinnati, Ohio 45202
(513) 241-1064
(513) 357-4683 fax

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June 3, 2005

Colonel Thomas H. Streicher, Jr.
Chief of Police
Cincinnati Police Event Planning Unit
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Colonel Streicher:

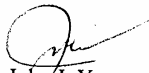
It's truly a joy to send you this letter of thanks for your support of our 2005 Hunger Walk. Without devoted helpers like you, there would be no way we could pull off such an important event on behalf of our nonprofit member agencies who, in turn, help the neediest of our neighbors.

The 2005 Hunger Walk was only our second, and already it is bigger by 20% than it was last year. A total of 1,121 runners or walkers came out on a not-so-nice Cincinnati morning to raise money for 70 nonprofit member agencies of the FreestoreFoodbank. In total, we raised over \$60,000.

You helped make all this possible and for that we are extremely grateful. I hope you had fun in the process. We certainly did. The coordination of our event thru the Event Planning Unit and the efforts of Sergeant McCurley were truly amazing. Sergeant McCurley's and the other officers that gave of their time went above and beyond the call of duty!

And, of course, we're already looking forward to next year's event! Meanwhile, enjoy a safe, pleasant and fun-filled summer.

Sincerely,


John J. Young
President and CEO

cc: Mayor Charlie Luken



COVINGTON POLICE DEPARTMENT

Colonel Thomas E. Schonecker

One Police Memorial Drive • Covington, Kentucky 41014 • PH: 859-292-2220

June 7, 2005

Chief Thomas Streicher
Cincinnati Police
310 Ezzard Charles Dr.
Cincinnati, Ohio 45214

Chief Streicher:

On June 2, a Covington officer was involved in a shooting which required the suspect be transported to University Hospital. We sent officers to the hospital while we were in the process of obtaining felony warrants, however as you know there are jurisdictional issues which arise when the suspect is in Ohio. While at the hospital, our investigator became aware that the suspect, Antwaun Gilden, was on District One's most wanted felons list. We attempted to get assistance from UC police, however they were not willing to help. They suggested that we contact your department. Our investigator did contact your department and received the assistance he requested. A Sgt. Proffit, from District 4, responded to the hospital and made sure that everything was handled and that the suspect would remain in custody. Sgt. Proffit is a credit to your department and we appreciate the assistance that he gave us. As in the past, we were able to count on the Cincinnati Police when we needed assistance, and we would like to thank you and your department for your continued professionalism. If we can ever be of assistance to you, please don't hesitate to call.

Respectfully,

Lt. Col. Michael Kraft
Lt. Col. Michael Kraft
Assistant Chief of Police

June 2, 2005
Cincinnati Police Department
Office of the Police Chief
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief Tom Streicher,

On behalf of Midway School the teachers, students and parents would like to thank you and acknowledge your police academy staff graciously for their time and effort. The officers showed our children how important it is to have a positive outlook on life, and to never look down on someone unless they are reaching down to help pick them up. The officers encouraged the children to stay out of trouble and focus on their dreams and aspirations. This was something the students needed to hear. The officers disciplined the students when needed and gave them hope for their futures. Most of the kids probably couldn't relate until that day, because they have never had a strong arm to remind them that they can't always say and do what they want, when they want. The students, teachers and parents hearts were touched by the officer's knowledge and life stories. There was a young man in particular that was deeply touched by the day's events. The openness and compassion that the officers shared with him allowed this young man to open up and realize that he needed to make some serious changes in his own life. The whole experience was exhilarating on many levels for everyone. The officers did an outstanding job! The students here at Midway School wanted to let the officers know how much we appreciated them taking time out of their busy schedules.

Thank you very much, officers Seay, Smoot, Isaacs, and Williams

Principal,
Mary Ann Bernier

6/8/05
Ref: P.O. Jennifer Dawson - P204
District 4 - 4150 Rd Rd 352-3576

To: Whom It May Concern:
Also, 2nd Shift Supervisor

I, Ms. Grace A. Sumler, along with my grand daughter, Dakota, went shopping today, Tues. 6/8/05, and my car stalled twice in the 90° heat. I became very warm and nauseated (could feel it coming) and blacked out. Officer J. Dawson was the officer on the scene and was very helpful, courteous and showed concern, about my well being. I really appreciate her personal professionalism. I'd like to commend her & thank her for her help.

Sincerely,
Grace A. Sumler



U.S. Department of Justice

*United States Attorney
Southern District of Ohio*

221 East Fourth Street
Suite 400
Cincinnati, Ohio 45202

(513) 684-3711
FAX (513) 684-6385

June 2, 2005

Colonel Thomas Streicher, Jr.
Chief of Police
City of Cincinnati
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

RE: ***United States v. Tamerria Peterson***
Project DISARM case

Dear Chief Streicher:

The defendant in the above-referenced federal criminal recently pled Guilty to two counts concerning violations of federal firearms laws. She is responsible for acquiring at least twenty-four firearms – all low-cost pistols – and re-selling them on the black market. To-date, three have been recovered at crime scenes.

As you know, the Project DISARM Task Force is working well, due in no small part to the coordinative efforts of Sergeant Jeff Hunt. This could not happen without him. With respect to the referenced prosecution, I wish to commend the excellent work of Cincinnati Police Specialist Bill O'Brien. The interview conducted with the then-suspect, now-defendant by Police Specialist O'Brien was the key to obtaining a conviction in this case. Police Specialist O'Brien's interviewing skills are well-known and respected in the prosecutorial community, and his work in this case was classic. He is a tremendous asset to law enforcement.

Sincerely,

Karl P. Kadon, III
Special Assistant United States Attorney